

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, MAY 29, 2003  
8:15 A.M.**

Commissioners Present: Bernie Heier, Chair  
Ray Stevens, Vice Chair  
Larry Hudkins  
Bob Workman  
Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Bruce Medcalf, County Clerk  
Trish Owen, Chief Deputy County Clerk  
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:17 a.m.

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, MAY 22, 2003 AND DEPARTMENTAL BUDGET HEARING MINUTES OF THURSDAY, MAY 22, 2003**

**MOTION:** Stevens moved and Schorr seconded approval of the Staff Meeting minutes of May 22, 2003 and the Departmental Budget Hearing minutes of May 22, 2003. Schorr, Heier, Workman and Stevens voted aye. Hudkins was absent from voting. Motion carried.

**2 ADDITIONS TO THE AGENDA**

- A. Hiring Request from County Engineer
- B. Pension Update

Hudkins arrived at 8:19 a.m.

**MOTION:** Hudkins moved and Schorr seconded approval of the additions to the agenda. Hudkins, Schorr, Heier, Workman and Stevens voted aye. Motion carried.

## **ADDITIONS TO THE AGENDA**

### **A. Hiring Request from County Engineer**

The Board reviewed a request from the County Engineer to fill an Equipment Operator II vacancy (Exhibit A).

**MOTION:** Hudkins moved and Workman seconded approval. Hudkins, Schorr, Heier, Workman and Stevens voted aye. Motion carried.

### **B. Pension Update**

Kerry Eagan, Chief Administrative Officer, reported on a meeting held to update the membership of the Fraternal Order of Police (FOP) Lodge #29 on the pension plan proposal.

Board consensus was to sent letters to the other bargaining units reminding them that the Board will make a decision on the proposal next week.

## **3 COMMISSIONER MEETING REPORTS**

### **A. Lancaster Manor Advisory Board - Hudkins**

No report.

### **B. Nebraska Association of County Officials (NACO) Board of Directors - Workman**

Workman said there were concerns regarding the Nebraska Association of County Officials (NACO) Annual Convention which will be held in Lincoln. He said the NACO Board of Directors also voted to limit votes on legislative matters to Board members.

### **C. Lincoln Independent Business Association (LIBA) Monthly Meeting - Stevens, Schorr**

Stevens and Schorr reported discussion of Planning Commission appointments, road issues and development at 98<sup>th</sup> & "O" Streets.

### **D. Downtown Lincoln Association (DLA) Board - Stevens**

Stevens said the group was briefed on plans for a new downtown theater complex.

E. Hometown Security Study - Hudkins

Hudkins said police and firemen per capita ratios were discussed.

F. Community Mental Health Center (CMHC) Advisory Committee - Stevens

Stevens said there was a briefing on proposals to move and update the Adams Street Center and to take over Madonna Rehabilitation Hospital's adult day activity program at Trinity United Methodist Church. Additional discussion focused on crisis response and Emergency Protective Custody (EPC).

**4 LEGISLATIVE UPDATE** - Gordon Kissel, Legislative Consultant; Amy Prenda, Director of Legal Research and Analysis for Kissel/E&S Associates

Gordon Kissel, Legislative Consultant, reported on the budget override.

**5 PRESCRIPTION DRUG PROGRAM FOR WORKERS' COMPENSATION** - Amy McDonald and Michael Hartigan, Progressive Medical Inc.; Sue Eckley, Workers' Compensation & Risk Management Manager

Amy McDonald and Michael Hartigan, Progressive Medical Inc., gave an overview of a prescription drug program that their company offers for workers' compensation (Exhibit B).

Sue Eckley, Workers' Compensation & Risk Management Manager, distributed a report detailing vendor payments made to two pharmacies for the period of July 1, 1999 to July 1, 2003 (Exhibit C) and said she believes the County would see significant savings by utilizing the prescription drug program.

Eagan asked whether the prescription drug program would work for General Assistance (GA) or the employee health insurance plan.

Hartigan said Progressive Medical, Inc. is not in the group health insurance market.

The Board requested follow-up to see whether Progressive Medical, Inc. would be interested in the General Assistance (GA) piece.

**MOTION:** Workman moved and Schorr seconded to proceed with the prescription drug program, following County Attorney review, and to request inclusion of a termination clause in the contract. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

**6 SAFETY COMMITTEE STRUCTURE** - Sue Eckley, Workers' Compensation & Risk Management Manager; Dave Johnson, Deputy County Attorney

Sue Eckley, Workers' Compensation & Risk Management Manager, reviewed Lancaster County Safety Committee Structure (see agenda packet).

The Board requested the following changes:

- \* Combine Items 4 and 10.
- \* Revise Item 8I to read: *Committee members shall perform any other duties and assignments deemed necessary by the entire Safety Committee or the Lancaster County Board of Commissioners.*
- \* Include procedure for selection of members.

A resolution to approve the Lancaster County Safety Committee Structure will be brought forward on a Board of Commissioners Meeting agenda.

**7 COUNTY SPECIAL PERMIT NO. 179 & PRELIMINARY PLAT 02026, CEDAR GROVES ESTATES (SOUTH 176<sup>TH</sup> STREET & OLD CHENEY ROAD); COUNTY SPECIAL PERMIT NO. 199 & PRELIMINARY PLAT 03001, PRAIRIE CREEK ESTATES (SOUTH 148<sup>TH</sup> STREET & VAN DORN STREET)** - Mike DeKalb, Planning Department

**County Special Permit No. 179 & Preliminary Plat 02026, Cedar Groves Estates**

Mike DeKalb, Planning Department, gave an overview of County Special Permit No. 179 & Preliminary Plat 02026, Cedar Groves Estates, consisting of nine residential acreage lots on property located at South 176<sup>th</sup> Street and Old Cheney Road (Exhibit D).

Stevens noted that the County Engineer had requested 60 feet of right-of-way but said the Planning Commission reduced it to 50 feet of right-of-way.

DeKalb said the County can legally require 50 feet of right-of-way. He said the County Engineer requested an additional 10 feet, but the owner was unwilling to grant it.

Stevens said the Planning Commission also changed access to the north property line.

DeKalb said Planning Staff requested a connection to the north for the future but softened the request in recognition of the drainage way and wetlands. He said the Planning Commission agreed with the applicant that a connection is not needed.

### **County Special Permit No. 199 & Preliminary Plat 03001, Prairie Creek Estates**

DeKalb gave an overview of County Special Permit No. 199 & Preliminary Plat 03001, Prairie Creek Estates, consisting of nine single family acreage lots on property located at South 148<sup>th</sup> Street and Van Dorn Street (Exhibit E). He said the applicant is using a farmstead split-off (an exception to the 20 acre rule that allows a split-off of a farmhouse in existence for more than five years, that passes minimum housing code and health inspection of the septic system and well) for an administrative subdivision permit. A historic house has been moved to the property and the intent is to remove the old farmhouse and to obtain an occupancy permit for the historic house. DeKalb noted the unusual Community Unit Plan (CUP) configuration which keeps the acreages out of site of the historic house and elevation of the road across the pond so that it is above the 100 year flood elevation.

Stevens asked whether Lot 8 should have a cul-de-sac.

DeKalb explained that it is serviced by a private drive, which has a lower standard.

Hudkins asked about access for the next two quarters.

DeKalb said a connection to the north could be achieved by extending the road off of 148<sup>th</sup> Street, which is now the driveway for that lot.

### **8 ECONOMIC DEVELOPMENT AND MARKETING STRATEGY (ANGELOUECONOMICS, INC.) - Jim Fram, Lincoln Chamber of Commerce President; Darl Naumann, Aide to the Mayor for Economic Development**

Jim Fram, Lincoln Chamber of Commerce President, gave an overview of 2003 Economic Development and Marketing Strategy, which was prepared for the Lincoln Partnership for Economic Development (LPED) by AgelouEconomics Inc. (Exhibit F). He said marketing dollars and recruiting efforts will be concentrated on five target areas:

- \* Biotechnology
- \* Value-Added Agriculture

- \* Specialty Electronics
- \* Customer Support Systems
- \* Logistics/Distribution Warehouse.

Fram said LPED is developing a strategic plan, based on the recommendations, and will ask AgelouEconomics Inc. to provide a "report card" a year from now.

## **9 ECONOMIC DEVELOPMENT UPDATE - Darl Naumann, Aide to the Mayor for Economic Development**

Darl Naumann, Aide to the Mayor for Economic Development, presented the following documents (Exhibit G):

- \* Project by Industry, May 27, 2003
- \* Investment & Jobs by Industry, May 27, 2003.

Naumann also reported on efforts to streamline the planning process and track projects.

Stevens asked whether closures are disclosed in advance.

Jim Fram, Lincoln Chamber of Commerce President, said it depends on the situation, explaining some companies keep that information confidential for competitive reasons.

Naumann said additional tools are needed to "save manufacturing".

Fram said local government entities in many states have the authority to offer tax abatements.

Heier asked what the Board can do to assist.

Fram said there is a need to identify one or more "mega sites" that are 150 acres or more in size. He added that companies expect a donation of land for major projects and said "we need to have the capability to do that".

Workman asked how other communities are able to fund land donations.

Fram said many use a portion of their sales tax to fund economic development. He also pointed out that manufacturing's manpower needs are declining and said "we don't need to hang our hat on manufacturing".

Naumann said current incentives are based on job creation and investment and don't cover retooling. He said lack of infrastructure, floodplain and neighborhood issues are also problems and said AgelouEconomics Inc. has recommended location of an industrial park outside of the floodplain, with a buffer.

Workman noted that the City has a policy not to provide utilities to areas that are not contiguous to the City.

Fram said cities are able to borrow money at a low rate and said "now is the time that we ought to be building that infrastructure out".

**10 ACCOUNT CLERK II VACANCY; TEMPORARY EMPLOYEE FOR COUNTY CLERK'S OFFICE - Tim Genuchi, Accounting Operations Manager for the County Clerk's Office**

**Account Clerk II Vacancy**

Tim Genuchi, Accounting Operations Manager for the County Clerk's Office, requested authorization to hire an Account Clerk II to fill a vacancy in the office.

**MOTION:** Hudkins moved and Workman seconded approval. Hudkins, Schorr, Heier, Workman and Stevens voted aye. Motion carried.

**Temporary Employee for County Clerk's Office**

Genuchi said a temporary employee is no longer needed.

**11 AGREEMENTS WITH JEAN K. ELDER & ASSOCIATES AND AMANDA ANDRAE FOR STRATEGIC BUSINESS PLAN AND CONTINUOUS QUALITY IMPROVEMENT (CQI) PLAN FOR FAMILIES FIRST & FOREMOST (F<sup>3</sup>) - Sheryl Schrepf, Families First & Foremost (F<sup>3</sup>) Director; Renee' Dozier, F<sup>3</sup> Associate Director; Dave Johnson, Deputy County Attorney**

Sheryl Schrepf, Families First & Foremost (F<sup>3</sup>) Director, said Amanda Andrae has secured \$300,000 of professional liability insurance. She said Jean Elder does not have professional liability insurance and asked that she be paid, as her work is completed.

In response to a question from Hudkins, Schrepf said Elder applied for the coverage but indicated that it was costly (\$2,000).

**MOTION:** Schorr moved and Workman seconded to accept both contracts, as reviewed at the May 27, 2003 Board of Commissioners Meeting. Hudkins, Schorr, Heier, Workman and Stevens voted aye. Motion carried.

## 12 ACTION ITEMS

- A. Recommendation from the Visitors Promotion Advisory Committee (VPAC) to Award \$250 from the Contingency Fund to Friends of the Mayor's Committee for International Friendship for a Special Event, August 7-9, 2003

Eagan said the award would be contingent upon a showing of a loss.

**MOTION:** Schorr moved and Workman seconded approval of the \$250 award, as recommended by the Visitors Promotion Advisory Committee (VPAC). Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

- B. Microcomputer Request, C#2003-168, \$1,995.00 from the Microcomputer Fund for a Software Upgrade for Records & Information Management

**MOTION:** Workman moved and Stevens seconded approval. Hudkins, Schorr, Heier, Workman and Stevens voted aye. Motion carried.

- C. Paycheck Flyer for June, 2003 from Safety & Training

**MOTION:** Hudkins moved and Schorr seconded approval of the paycheck insert. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

- D. Set Date for Comprehensive Plan Joint Hearing with City Council

The Board proposed that the meeting be held at 4 p.m. on July 8, 2003.

- E. Thank You Letters to U.S. Senator Hagel and Denise Bulling, University of Nebraska at Lincoln (UNL) Public Policy Center

**MOTION:** Hudkins moved and Stevens seconded approval. Hudkins, Schorr, Heier, Workman and Stevens voted aye. Motion carried.

- F. Request from Prairie Daily, LLC to Install a Cattle Crossing on Pella Road Between 120<sup>th</sup> and 134<sup>th</sup> Streets

Item dropped from the agenda.

G. Correction of Visinet, Inc. Contract Amendment (\$102,875)

Dave Johnson, Deputy County Attorney, said there was a question at the May 27, 2003 Board of Commissioners Meeting regarding the amended contract amount. He said the Board approved \$92,000 (the Board actually approved compensation in the amount of \$96,375) but the correct amount is \$102,875.

Sheryl Schrepf, Families First & Foremost (F<sup>3</sup>) Director, appeared and said the contract term was reduced to ten months and an additional care coordinator was hired.

**MOTION:** Stevens moved and Workman seconded approval of a revision to the Visinet, Inc. contract to include a maximum amount of \$102,875. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

Schrepf said the Nebraska Department of Health and Human Services (HHS) has notified F<sup>3</sup> that there is a balance of \$1.7 million for the last sixteen months of the F<sup>3</sup> grant, which is \$300,000 less than was anticipated. She said F<sup>3</sup> plans to challenge the finding and may need to initiate changes to the budget to deal with the loss.

### 13 ADMINISTRATIVE OFFICER REPORT

A. Request from Dave Shively, Election Commissioner, Regarding Deputy Election Commissioners' Salary

Eagan reported on a request from Dave Shively, Election Commissioner, to increase the salary of the Chief Deputy Election Commissioner to 80% of the Election Commissioner's salary (see agenda packet).

Stevens noted that the Chief Deputy Election Commissioner works four out of five business days and asked whether that should be factored into the salary.

Eagan said Shively may have intended to ask that the Chief Deputy Election Commissioner be paid 80% of the County Clerk's salary, rather than 80% of the Election Commissioner's salary (percentage is currently based on the County Clerk's salary).

Board consensus was to hold the item and to seek further clarification from Shively.

B. Press Release Policy

Gwen Thorpe, Deputy Chief Administrative Officer, distributed Policy for Press Releases by County Board (draft) and a draft press release relating to the new Alternatives to Incarceration Program (Exhibit H).

Board consensus was to make press releases a standing item on the Staff Meeting agenda. The Board also asked that a press release be brought forward for consideration at the next Staff Meeting.

- C. Lincoln Convention & Visitors Bureau (CVB) Contract with Lincoln Chamber of Commerce

Eagan said the Lincoln Chamber of Commerce has requested two changes to the draft agreement for Lincoln Convention & Visitors Bureau (CVB) services: 1) Make the contractor the exclusive contractor for visitor services; and 2) Eliminate the termination clause.

The Board directed Eagan to continue to negotiate with the Lincoln Chamber of Commerce on contract language.

- D. Extension of Connecting Link Contract

Item scheduled on the June 3, 2003 Board of Commissioners Meeting agenda.

- E. Replacement of Crisis Center Director

**MOTION:** Workman moved and Stevens seconded to authorize hiring of a replacement for the Crisis Center Director. Hudkins, Schorr, Heier, Workman and Stevens voted aye. Motion carried.

- F. Cost of Rural Services (Draft Report)

Item deferred.

- G. Schedule Meeting to Discuss Organizational Structure of Office of Criminal Justice Services

Board consensus was to discuss the matter individually or in groups of two with Kit Boesch, Human Services Administrator.

- H. Mayor's Infrastructure Finance Committee

Board consensus was to schedule a briefing on the committee's preliminary recommendations.

I. Planning Commission Nominees

Board consensus was to suggest the following names to Mayor Seng: Barb Hopkins, Deb Brehm, JoAnne Kissel, Curt Donaldson, Stan Matzke, Russ Bayer.

J. Sale of Surplus Property at 1309 "M" Street

Hudkins reported that the property sold for \$250,000, plus Special Assessments.

**14 ADJOURNMENT**

**MOTION:** Stevens moved and Hudkins seconded to adjourn the meeting at 11:59 a.m. Hudkins, Schorr, Heier, Workman and Stevens voted aye. Motion carried.

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Bruce Medcalf  
County Clerk